

# CRAVEN COUNTY, NORTH CAROLINA

## Employment Vacancy Posting

**POSITION:** Processing Assistant IV (230-2)  
**LOCATION:** Craven County Department of Social Services  
**HIRING RANGE:** \$27,390 - \$28,708  
**JOB TYPE:** Full-Time/Permanent/Non-Exempt  
**POSTING DATE:** November 23, 2015  
**DATE AVAILABLE:** Immediately  
**CLOSING DATE:** December 3, 2015

### PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to provide clerical support to the Income Maintenance Division – Food and Nutrition (F&N), Temporary Assistance for Needy Families (TANF), Adult Medicaid, Family and Children’s Medicaid, North Carolina Health Choice, energy programs including Low Income Energy Assistance Program (LIEAP) and Crisis Intervention Program (CIP).

### ESSENTIAL JOB FUNCTIONS

Responsibilities include copying, scanning, assigning applications, computer technology, maintaining spreadsheets and forwarding information to team members. Will also provide oversight to clients who choose to apply online for benefits through ePass. Answers questions for clients and staff. Assists caseworkers with applications and case reviews. Assists in eligibility work team and must adhere to daily, weekly and monthly time frames mandated by Federal/State guidelines, which may cause stress and feelings of urgency to complete assignments timely and accurately. The majority of duties assigned will be performed with the State’s NC FAST computer system, as well as Craven County programs. Training is provided for all programs.

### MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience. Possessing the ability to perform work in various computer programs, with multiple screens, is a requirement. Valid NC Driver’s License required.

### ADDITIONAL JOB DUTIES

Staff is required to perform additional tasks with disaster management. Position may perform other duties as assigned by the Supervisor, Income Maintenance Administrator or Director.

### HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at [www.ncworks.gov](http://www.ncworks.gov) prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

